

**Minutes**  
**North Lebanon Township Municipal Authority**  
**January 12, 2023**

The regularly scheduled meeting of the North Lebanon Township Municipal Authority was held at 7:00 p.m. on Thursday, January 12, 2023, at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Gary Heisey	Chair
Dawn Hawkins	Vice Chair
Tod Dissinger	Treasurer
Gary Echard	Secretary
Rodney Lilley	Assistant Secretary/Assistant Treasurer
Amy Leonard	Solicitor, Henry and Beaver, LLP
Scott Rights	Engineer, Steckbeck Engineering
Lori Books	Assistant Township Manager
Edward Brensinger	Roadmaster/Supervisor

Molly Lum, Sewer Billing Clerk, was also in attendance.

The meeting was called to order by Chair Heisey and the pledge to the flag was recited.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

Chair Heisey passed the meeting to Atty. Amy Leonard who chaired the meeting for the reorganization of the board.

**REORGANIZATION OF THE BOARD FOR 2023**

Lori Books reported that she has received the completed Oath of Office from Tod Dissinger. His 5-year term will expire 12/31/2027.

**Nomination and Election of Board Members**

- Chair: Gary Heisey
- Vice-Chair: Dawn Hawkins
- Treasurer: Tod Dissinger
- Secretary: Gary Echard
- Asst. Secretary: Rodney Lilley
- Asst. Treasurer: Rodney Lilley

**MOTION: Motion was made and seconded for the officers to hold their same positions for 2023. Motion approved unanimously.**

The meeting was passed back to Chair Heisey.

**APPOINTMENTS/APPROVALS TO CONDUCT AUTHORITY BUSINESS FOR 2023**

Motion to appoint Municipal Authority Solicitor for 2023, currently Amy Leonard, Esq. of Henry & Beaver, LLP.

**MOTION: Motion was made and seconded to appoint Amy Leonard, Esq. of Henry & Beaver, LLP as Municipal Authority Solicitor for 2023. Motion approved unanimously.**

Motion to appoint Municipal Authority Engineer for 2023, currently Scott Rights, PE of Steckbeck Engineering and Surveying, Inc.

**MOTION: Motion was made and seconded to appoint Scott Rights, PE of Steckbeck Engineering and Surveying, Inc. as Municipal Authority Engineer for 2023. Motion approved unanimously.**

Motion to appoint Municipal Authority Auditor for 2023, currently Brown, Shultz, Sheridan, and Fritz.

**MOTION: Motion was made and seconded to appoint Brown, Shultz, Sheridan, and Fritz as Municipal Authority Auditor for 2023. Motion approved unanimously.**

Motion to appoint depositories for Municipal Authority Funds for 2023.

**MOTION: Motion was made and seconded to appoint the use of Fulton Bank, Northwest, Jonestown, PLGIT, and First Citizens Community Bank for depositories of Municipal Authority Funds for 2023 with authorization to Township Manager (Cheri Grumbine) and Assistant Township Manager (Lori Books) to open CD's, renew or withdraw from CD's as necessary, only in the name of North Lebanon Township Municipal Authority. Motion approved unanimously.**

Motion to appoint SEO for 2023, currently David Siminitus of the Lebanon County Planning Department and Julie Cheyney as the alternate.

**MOTION: Motion was made and seconded to appoint David Siminitus, primary SEO, and Julie Cheyney as alternate SEO of the Lebanon County Planning Department for 2023. Motion approved unanimously.**

Motion to approve the 2023 Municipal Authority Board meeting Schedule. The meeting dates have been advertised for the 2<sup>nd</sup> Thursday of each month beginning at 7:00 p.m. The Joint Meeting with the Board of Supervisors is scheduled for the 2<sup>nd</sup> Thursday in November beginning at 5:30 p.m.

**MOTION: Motion was made and seconded to approve the 2023 Municipal Authority Board Meeting Schedule. Motion approved unanimously.**

Motion to Approve Payment of Invoices and Requisitions subject to audit between

meetings.

**MOTION: Motion was made and seconded for the proper officers authorized to pay invoices and requisitions at discount or that would accrue a penalty between meetings, all subject to audit. Motion approved unanimously.**

Chair Heisey asked for a motion to approve the minutes from December 2022.

**MOTION: Motion was made and seconded to approve the minutes from December 2022. Motion approved unanimously.**

Chair Heisey asked for a motion to approve the invoices and requisitions for payment all subject to audit.

**MOTION: Motion was made and seconded to approve invoices and requisitions for payment all subject to audit. Motion approved unanimously.**

**SOLICITOR’S REPORT – Atty. Amy Leonard**

**Project TV** – The force main relocation has been completed and inspected. A draft Deed of Dedication has been provided by the property owner’s counsel. Comments were provided on both the document and the drawings. A Maintenance Guaranty Agreement will be required along with the posting of financial security (15% of construction costs). Everything is anticipated to be ready for action next month.

**Orange Lane Property** – The Municipal Authority Board approved the Agreement of Sale last month to convey the small parcel of land where the Orange Lane Pump Station was previously located back to the owner of the larger parcel from which it was obtained. Amy would like the Municipal Authority Board’s approval for the Deed and Settlement Statement. Once all signatures and fees are paid the closing can be scheduled.

**MOTION: Motion was made and seconded to approve and execute the Deed and Settlement Statement for the Orange Lane Parcel. Motion approved unanimously.**

**MOTION: Motion was made and seconded to authorize payment of the fees listed on the Settlement Statement. Motion approved unanimously.**

**Delinquent Sewer Accounts** – Amy provided an updated copy of her delinquent sewer account report. There are no major concerns. #14 and #19 have been paid in full. #17 and #18 paid the delinquent sewer balance but have remaining legal fees.

**ENGINEERS’ REPORT – Scott Rights**

**Heilmandale Road Owner, LLC/Force Main Relocation** – The entire force main from the GLRA pump station to the point of discharge at the intersection of Long Lane and Route 72 was successfully tested on 11/22/22. Updated As-Built drawings were received 1/10/23. We are currently reviewing the drawings and working with Solicitor Leonard to finalize the documents.

## **Plan Reviews**

**NLT Warehouse & Trailer Storage** – This project proposes the construction of a 1,000,000 SF warehouse. The property is located between Route 422 and Weavertown Road, just east of the Holiday Inn Express and Union Canal Elementary School. The plans propose connection to the existing sewers in the cul-de-sac of Penny Lane using a grinder pump. The sewer connections and grinder pump will remain private and will not be dedicated to the Municipal Authority. Revised plans have yet to be submitted.

**Nolt, Weaver, & Stoltzfus, LLC** - This project proposes a sewer connection from several apartments situated at 1813 and 1805 Quarry Road in Swatara Township. Scott received a conceptual sketch plan for the proposed public sewer connections and provided feedback to their surveyor. The Municipal Authority has not received an official plan submission.

**Mt. Pleasant Ventures** – This project proposes the development of 122 single family residential homes. The 73-acre property is situated on the north side of Jay Street at the intersection of Horizon Blvd. The proposed sewer design includes an all-gravity system draining to the sewers in Homestead Acres which end up at the Water Street Pump Station. Plans were submitted 11/7/22 and the initial review was completed. Last month Scott mentioned our Act 537 Sewage Facilities Plan states the sewers for this property should be installed such that the Jay Street pump station can be removed. The plans do not currently reflect this. Eliminating the pump station would result in deeper sewers than proposed. The developer's engineer was made aware of this information, and it was requested they revisit the design to satisfy these requirements. We are waiting for a revised conceptual design plan to be resubmitted.

## **Land Development Construction**

**Town's Edge** – Steckbeck Engineering provided on-site construction inspections with assistance from Ed. Sanitary sewer construction, testing of the installed sewers, vacuum testing the manholes, and flushing the sewer mains to remove any debris have all been completed. The developer's engineer advised the as-builts drawings are in progress.

**Mapledale Estates** – Steckbeck Engineering provided on-site construction inspections. Sewer construction has been completed. Most of the sewer mains and laterals have been air tested. Vacuum testing the manholes will take place after paving, which has been delayed until Spring. As-built drawings are still outstanding.

**Crossings at Sweet Briar, Phase 4** – Sanitary sewer construction commenced on 12/12/22. Full-time inspection is being provided by Steckbeck's office. To date, 80% of the mains and laterals have been installed. Only two (2) sewer runs remain.

**Kathleen Street Sewer Extension** – Construction for the sewers to serve the proposed single-family dwelling at 891 Kathleen Street has been completed. A new 8-inch gravity sewer was connected to the Municipal Authority's existing manhole at the intersection with Laurel Street. The new gravity main and manhole have been tested in the presence of Municipal Authority personnel. The line is ready for dedication to the Municipal Authority. Amy will reach out to the developer regarding the Deed of Dedication and the Maintenance Guarantee Agreement.

**Caliber Car Wash** – The Municipal Authority Board approved plans in March of 2022 for the construction of a car wash on the property at 1333 E. Lehman Street. The developer's engineer advised us that some minor changes were being made to the site design including revisions to the sanitary sewer design. A copy of the revised Utility Site Plan was provided. The connection point to the NLTMA sewers has not changed, but some of the sanitary sewer piping between the car wash and water reclamation system has changed. A bug wash station was also added to the design.

**Pertinent Matters**

**AutoSuds West Car Wash** – The recently constructed car wash discovered a few issues now that they are fully operational. The property owner's engineer informed Steckbeck's Office that the owner underestimated the sewer capacity and undersized the sewage pump. It cannot handle the flow discharging from the car wash. A reclamation system had been installed but is not operating efficiently, which is causing a larger discharge than they anticipated. Various options are being considered to correct the matter. Additional EDUs will need to be purchased as well as installing a larger pump. An existing 3-inch line is located on the property and will need to be tested to see if it is viable for connection. The history of the 3-inch line is unknown.

Glance Associates, the developer's engineer, provided a new design proposal in order to rectify the issues. This includes a brand-new pump station, larger pumps, deepening the wet well, and connecting to a 3-inch line instead of the 2-inch to which they are currently connected. A flow meter will be installed on the pump station to meter everything discharging into the sewer system. The new design proposal will be reviewed by Steckbeck and Municipal Authority personnel.

In addition to the redesign, the Municipal Authority Board must also evaluate the flow data provided and determine the number of additional EDUs the developer must purchase. The peak quarterly flow indicates the need for 24.55 EDUs. The developer currently has 7 EDUs. Therefore, to compensate for the flows already being used and data provided by Glance Associates, the developer must purchase an additional 18 EDUs. The developer's engineer is proposing the purchase of 5 EDUs upfront, with the understanding there may be a need to purchase more down the road should the meter reads reflect it. Lori and Amy explained in this scenario, actual flow numbers have been provided. The Board has never allowed a developer to purchase less capacity than what was needed. Scott stated in the beginning of this project, all numbers provided were estimated/projected. That is why, based on the information, only 7 EDUs were required. The Municipal Authority Board agreed to remain consistent and require the developer to purchase the capacity needed based on the flows. An additional 18 EDUs will need to be purchased, bringing the total capacity to 25 EDUs.

**MOTION: Motion was made and seconded to require AutoSuds West LLC to purchase an additional 18 EDUs, bringing the total to 25 EDUs, per the flows reported. Motion approved unanimously.**

**Standard Sewer Specs** – Work on the standard details continues. The Wastewater Department reviewed the list of approved materials developed. Ed finalized this list on

1/9/23. The technical specifications should be completed this week for the Wastewater Department's review.

**Chapter 94 Annual Waste load Management Report** – The Municipal Authority Board must submit a Waste load Management Report to the City of Lebanon Authority (CoLA) each year. Scott is working on the report with the information provided by Lori. Additional details will be provided next month. The report is due to CoLA early March, and they must submit their report to DEP by March 31<sup>st</sup>.

**ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books**

**2022 Annual Activity Report** – All members were provided the 2022 Annual Activity Report. This report is provided to the Board of Supervisors to reflect the highlights of the actions of the Municipal Authority Board throughout the year. Lori is asking for approval from the Municipal Authority Board so it can be forwarded to the Board of Supervisors.

**MOTION: Motion was made and seconded to approve the 2022 Annual Activity Report. Motion approved unanimously.**

**Resolution #1-2023** – All members were provided with a copy of the fee schedule for 2023. CoLA will be increasing their rates in April of 2023. This is a passthrough fee for the Municipal Authority. The wage rates for employees were increased accordingly.

**MOTION: Motion was made and seconded to approve Resolution #1-2023. Motion approved unanimously.**

**2631 W. Cumberland St – EMVEE, LLC** – Due to a new layout and the seating available, the property located at 2631 W. Cumberland Street was required to purchase one (1) additional EDU. The agreement has been signed and the fees have been paid. Lori is looking for a motion of approval.

**MOTION: Motion was paid and seconded to approve the Purchase of Additional Sewer Capacity Agreement for EMVEE, LLC at 2631 W. Cumberland Street. Motion approved unanimously.**

**City of Lebanon Authority – Always Bagels** – Always Bagels has two (2) water lines, one for domestic use and the other for production. Both are being billed for water usage, however only the domestic line is billed for sewer treatment. CoLA was under the impression that the water line for production would be used in the product and would not be discharged into the sewer system. It has been discovered by CoLA that only a percentage is going into the product while the remaining flows are being discharged into the sewer system. Lori and Molly met with CoLA to discuss these findings. NLTMA bills this passthrough fee for water discharged to the end users. The meeting resulted in CoLA asking NLTMA to send a letter notifying Always Bagels of this discrepancy. CoLA provided a draft letter to Lori, who in turn provided the draft letter to the Municipal Authority Board.

Scott reminded the Municipal Authority Board back in 2016/2017, they placed a meter on the outflow from Always Bagels to determine what was being discharged into the system. Once the flows were reviewed, NLTMA required Always Bagels to purchase additional EDUs

to meet the capacity needs of the discharge. Always Bagels was very compliant with these findings and paid the necessary fees. Lori applied for the additional capacity through CoLA, which was signed off and approved by CoLA. She informed the Municipal Authority Board that all fees/customer charges owed to NLTMA are being paid.

The Municipal Authority Board members agreed the letter informing Always Bagels of this discrepancy should not come from NLTMA. CoLA was notified of the additional flows in 2017 when the capacity application was approved. The Board members believe that since CoLA is the entity not billing correctly for flows being discharged that they should be the entity to rectify their problem with Always Bagels just like we had done back in 2017. The Municipal Authority Board believes that an in-person meeting may be more beneficial than sending the letter provided by CoLA. It would be a friendlier approach since Always Bagels is unaware of any problems. The Board does not believe Lori needs to attend the meeting, but should she wish to do so, to take another Municipal Authority staff member.

**WASTEWATER DEPARTMENT REPORT – Ed Brensinger**

All members were provided with a copy of Tommy Camasta’s December Activity report. There were 51 PA One Calls this past month. One (1) emergency after hours, two (2) emergencies during work hours. Three (3) new homes were connected into the system. Three (3) grease trap inspections including A&M Pizza, Manna Foods, and Lebanon Valley Cold Storage were completed.

All trees located around the Frances Ann Pump Station that could have caused a problem for the pump station and neighboring homes were trimmed or removed. The fencing around a few pump stations are in bad shape and should be replaced. Most of the fencing is from the 1980s. Tod requested quotes be obtained for those that need it.

The new sewers on 9<sup>th</sup> Street have been completed and the manhole core was drilled. Ed inspected the installation.

All Gorman Rupp pump stations are due to have the discharge valves cleaned, and the oil in the pumps need to be changed. This will be completed in January.

**COMMENTS FROM BOARD MEMBERS**

At 8:31 p.m. Tod announced he would like to go into Executive Session to discuss legal matters.

The Municipal Authority Board reconvened at 8:38 p.m. With no further business for the good of the Municipal Authority, the meeting was adjourned at 8:38 p.m.

**MOTION: Motion was made and seconded to adjourn. Motion approved unanimously.**

Respectfully Submitted,

Molly Lum  
Recording Secretary